

# Digital Skills for Remote Teams

## using Microsoft Teams



This course takes place over four weeks. Each week you'll have:

- a **two-hour virtual workshop** in a small group of up to 8 people
- post-session **Skill Up tasks** and **personalised feedback**
- a **Knowledge Booster cheat-sheet** for future reference
- **exclusive access** to a Team for ongoing practice and **group support**
- use of M365 Business Standard license to explore Microsoft Office

**Week 1:** Level up your video calls

**Week 2:** Keeping your team together

**Week 3:** Innovating in a remote team

**Week 4:** Make your hub a home



# How this course came about



I've been supporting businesses move to Microsoft Teams for over two years now.

For the most part, this was a gradual change and adoption, led by the pace and priorities of the business.

And then the world as we knew it erupted. COVID-19 happened. We were forced to work from home and quickly start collaborating in a new way. Priorities changed.

Over the last few months, I've seen many businesses start using Microsoft Teams to stay connected. For many, the main draw was around video calling.

But Teams can do so much more. I started to notice gaps in how Teams is being used by some businesses facing this forced adoption. And where there are gaps, there are plenty of opportunities.

I wanted to share what I've learned over the last few years. I also wanted to give you a chance to practice new skills as you learn them.

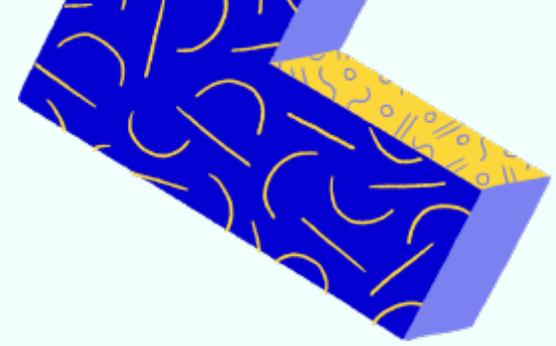
This hands-on course covers:

- tips and how-tos for using the range of Teams' features
- practical ideas for using these features to reach team goals
- some of the pitfalls to be aware of
- general learnings from my own experience of working in fully remote teams

We now know remote working is here to stay. Whether or not you're headed back to the office, the skills you'll learn will help you right now, and as you inevitably work with more remote colleagues in future.

**So, are you ready to upgrade your digital skills?**

# Who this course is for



This course is for people who are new to working with Microsoft Teams. You may have been writing documents and emails for years but say something like...

"I only use Microsoft Teams for video calling"

"I've started using Teams but I'm not confident with how to use it"

"I feel like I'm only scratching the surface of what Teams can do"

"I'm worried about being left behind when it comes to digital collaboration"

# Workshop Dates

You don't want to miss these workshops. They're where we get hands-on and take a deeper look at what Microsoft Teams can do. Make a note of these dates in your diary now.

**Week 1:** Level up your video calls

**Week 2:** Keeping your team together

**Week 3:** Innovating in a remote team

**Week 4:** Make your hub a home

Thu 5th Nov 10am - 12pm

Thu 12th Nov 10am - 12pm

Thu 19th Nov 10am - 12pm

Thu 26<sup>th</sup> Nov 10am - 12pm



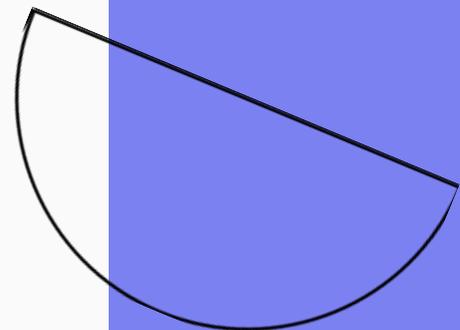
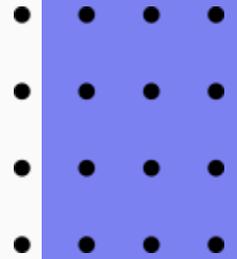
# Week 1 – Aims & Outcomes

## Level up your video calls

The aim of this week is to reignite a love for video calls, understand how to use all meeting features available to you in Microsoft Teams.

By the end of the workshop you'll be able to:

- Plan purposeful remote meetings
- Set-up your equipment to stand out in meetings
- Host and participate in active and engaging meetings
- Share information before, during and after meetings
- Deal with technical hiccups during meetings





# Week 2 - Aims & Outcomes

## Keeping your team together

The aim of this week is to understand that wherever your team are you can collaborate and connect.

By the end of the workshop you'll be able to:

- Describe the needs of a distributed team
- Make yourself visible to your team
- Send chats and start team conversations
- Create your own team
- Record expectations for staying on the same page
- Schedule appropriate meetings to keep a human connection

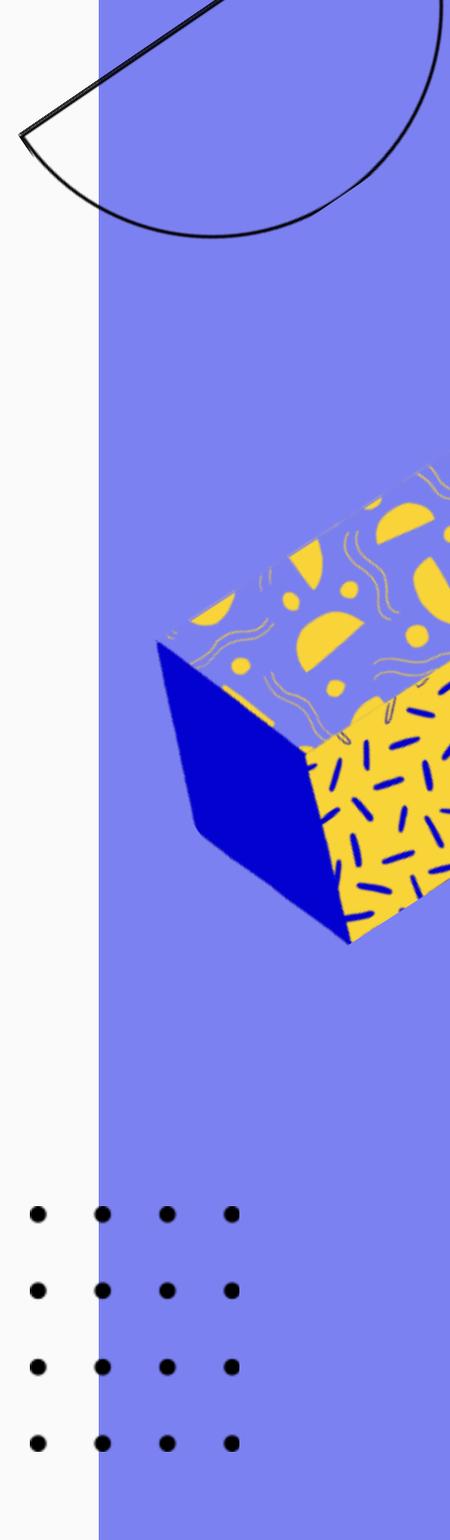
# Week 3 - Aims & Outcomes

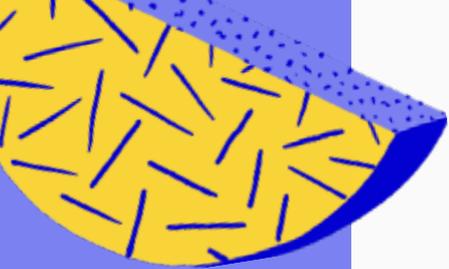
## Innovating in a remote team

The aim of this week is to understand practical ways you can use Microsoft Teams to help your remote or distributed team achieve the outcomes it needs.

By the end of the workshop you'll be able to:

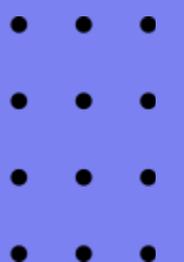
- Use remote brainstorming methods to find the spark
- Co-create documents in real-time
- Set up project management apps and third-party tools
- Create a team plan to monitor tasks
- Create a managed list to monitor team inventories





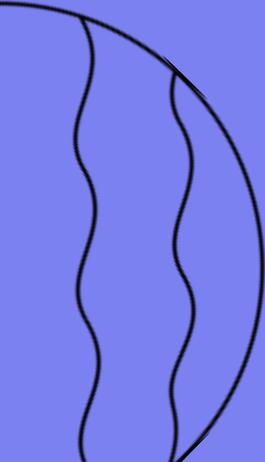
# Week 4 - Aims & Outcomes

## Make your hub a home



The aim of this week is to understand how to personalise your Teams productivity hub to make it a space you want to use. You'll gain insight into good Teams governance practices and have chance to embed your new habits and skills using Teams.

By the end of this workshop you'll be able to:

- 
- Personalise Teams to make it more accessible for you
  - Customise the notifications you want and need
  - Manage and archive your teams effectively
  - Cement your new digital habits
  - Overcome barriers to embedding Teams day-to-day



# About the workshops

## Here's what to expect

Our virtual workshops all take place **in Microsoft Teams**.

You'll join a Microsoft Teams meeting with me and up to **7 other learners**.

Each session lasts for **2 hours**. We'll have time for a short comfort break in there, too.

During the workshop, I'll share my screen to give you **live demonstrations** of different features in Teams.

There'll be lots of **activities** for you to have a go at, too. This gives you chance to **practise** what you've just learned and to ask burning **questions** you have.

We'll also have time for **group discussions** so you can share your experience and connect ideas with other people.

We've lots to pack in but my main goal is for you to **enjoy learning Teams!**

# Between workshops

## Skill Up tasks and Knowledge Boosters



### Skill Up tasks

Research shows that **practicing skills** soon after you've learned them helps to **embed your new knowledge**.

During the workshops, you'll be given a few **Skill Up tasks** to complete over the coming week. These Skill Up tasks help you put your newfound Teams knowledge into **real-life practice**. You'll get feedback on your tasks too.

### Knowledge Booster

Each week, you'll also get a **Knowledge Booster** cheat sheet. This'll have a reminder of how to use important Teams features that we'll cover in the workshops. You can keep them on hand as you're building your new habits.

# Between workshops

## Connect to tailored support



On top of all this support, you'll have access to our **exclusive team** throughout the 28 day course.

You can use the team to:

- **practice** using features in Microsoft Teams without fear of losing your business' information.
- **connect** with your group and share ideas
- **ask any questions** you have about remote working and Microsoft Teams

Your exclusive login will also give you access to other tools in Microsoft 365. If you'd like to practice using other features in the M365 package, you're welcome to.



# About Kayleigh

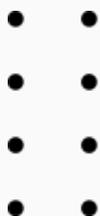
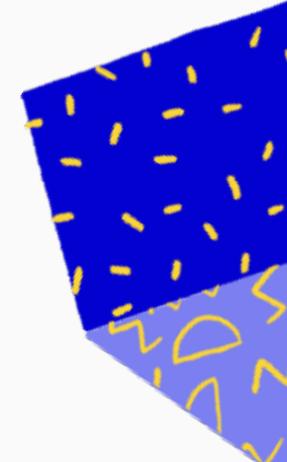
## Hear from my clients...

- “ Kayleigh is fantastic to work with. Her knowledge of Microsoft Teams, and her ability to transfer that knowledge into virtual training sessions, is excellent.

Digital ways of working have been catapulted forward by recent events, and our ability to collaborate digitally with our colleagues and clients is of paramount importance. Through tailored training plans, Kayleigh can add real value to your business. She has made a significant contribution to the adoption of Teams across Cooper Parry.

The delivery of her training sessions is a fantastic way of getting your people, no matter how tech-savvy they are, confident in using Teams. ”

Ian Byrne, Director of Digital Change  
Cooper Parry



# Sign Up

Spaces are limited, so be quick to reserve your place. And, as an extra special treat, I'm giving the **first GBCC members** on this course **25% off!**

That means, you'll get **8 hours coaching** and **28 days tailored guidance** about remote working with Teams for just **£224!**

**[Click here to use discount code "GBCC2020"](#)**  
**[& book your space now!](#)**

